

## HOW DOES THE SCHOOL WORK? SCHOOL RULES

1. The school opens at 8:10 in the morning and classes start at 8:15.
2. Lessons last approximately 55 minutes. Each group has a reference classroom assigned, but, for some lessons, you may have to change classrooms. This is indicated in the schedule you will be provided.
3. From 10:54 to 11:24, there is a “30 minute-break”. At this time, you can go out to the school yard, you can stay in the school hall or go to the library. Some days, there are activities during this 30-minute break, for example: language exchange activities to improve your Valencian, Spanish or English, there is a school choir, board games, sport activities, etc. To join any of these activities, just ask your teachers.
4. You can bring your own snack to the school and eat it during the “30 minute-break”. You must bring your own snack, since there is no cafeteria in the school. This "snack" is a short meal that we usually do between breakfast and lunch in Spain, it can be a small sandwich, fruit, cookies, nuts, yogurt, juice, etc. You can also go to the bathroom during break time if you need it (there are some bathrooms in the school yard buildings).
5. If you are sick and need to call your family to pick you up, ask your teacher for permission to go to Reception and call from there. Only a family member over 18 can pick you up. If you miss classes for any reason, your family or legal guardian must justify it through “Web Familia (Itaca)”.
6. If you cannot attend an official exam, you must provide a medical certificate so that you can do it another day.
7. If the teacher of the first hour of your schedule, on a given day, is absent, the families will be notified through WebFamilia, so that those students who wish it can go directly to the second hour of the schedule for that day.
8. If the last-lesson teacher is absent on a given day, and you have handed in your “Earlier Departure Permission Document” during your registration, you will be able to leave the school earlier. You must wait for the on-duty teacher to check that you have your family’s permission to leave. This permission is included in this folder and must be signed by your legal guardians and handed in in the administration office.
9. On the days you have a Physical Education class set in your schedule, you must wear comfortable sportswear to do exercise. It is also advisable to bring a toiletry bag with a small towel, deodorant, gel, cologne, etc., to clean up after the Physical Education class.

10. We recommend you bring a bottle of water from home to keep you hydrated, especially in the warmer months. There are several water fountains to drink water during the 30-minute break in the school yard, but you should bring your own bottle of water for your comfort.
11. When the last lesson of your everyday schedule is finished, before you leave, remember to place your chair on top of your table (to make it easier classroom cleaning) and check that nothing is left behind. It is advisable not to leave anything under your table drawer, because you can lose it. Moreover, check that there is no paper or garbage left on your place and, if so, throw it in the classroom waste bin. We must leave the classrooms tidied up, so that the cleaners can do their work properly.

### **IMPORTANT SCHOOL RULES YOU MUST REMEMBER**

1. The use of mobile phones is prohibited throughout the school (regulation that came into force 17th April 2024, published on 3rd May 2024). If you bring it to school, you must always carry it off and keep it in your backpack.
2. You must be very punctual to all classes. If you are late for a class, the teacher will penalize you with a "Delay" penalty. Please note that the accumulation of "Delays" is a cause for serious penalty.
3. You can't eat during classes, only at the playground or break time.
4. As a general rule, you cannot go to the bathroom during classes, you should use the 30-minute break time for this. You will only be allowed to go to the bathroom during a class in case of emergency. If this is the case, ask your teacher for permission, he/she will give you a card to go to the bathroom and this card should be shown to the teacher who is on duty outside the bathroom on the floor where you are.
5. Bad behavior in the classroom or failure to comply with any rules is punishable. The accumulation of many sanctions will be grounds for expulsion from the school for a time or other disciplinary action.
6. Always show respect for your teachers and classmates to foster a good atmosphere in the classroom and school.
7. If you have any problems, you can ask your tutor teacher or any teacher for help.
8. You must take care of school supplies and facilities. Do not throw garbage on the floor, in class or in the yard, use waste bins.
9. Pupils should not use the classroom digital screen or operate the air conditioning without permission from the teacher.